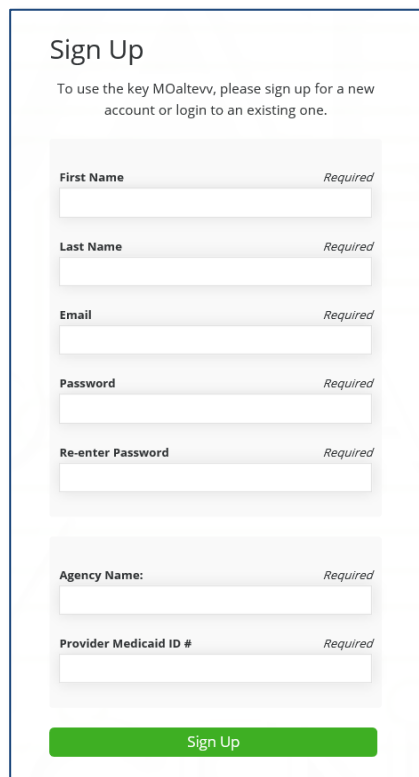


Learning Management System Self-paced Learning Registration Quick Reference Guide

To sign up for eLearning, follow the steps below:

1. Open a web browser (Google Chrome, Mozilla Firefox or Microsoft Edge) on your computer.
2. Type eLearning enrollment URL in the browser address bar:
<https://www.sandatalearn.com?KeyName=MOEASaltev>
3. Complete the fields in the **Sign Up** section of the screen
 - a. First Name
 - b. Last Name
 - c. Email address
 - d. Password (password must be at least 8 characters long and include at least 1 number)
 - e. Agency Name
 - f. Provider Medicaid ID



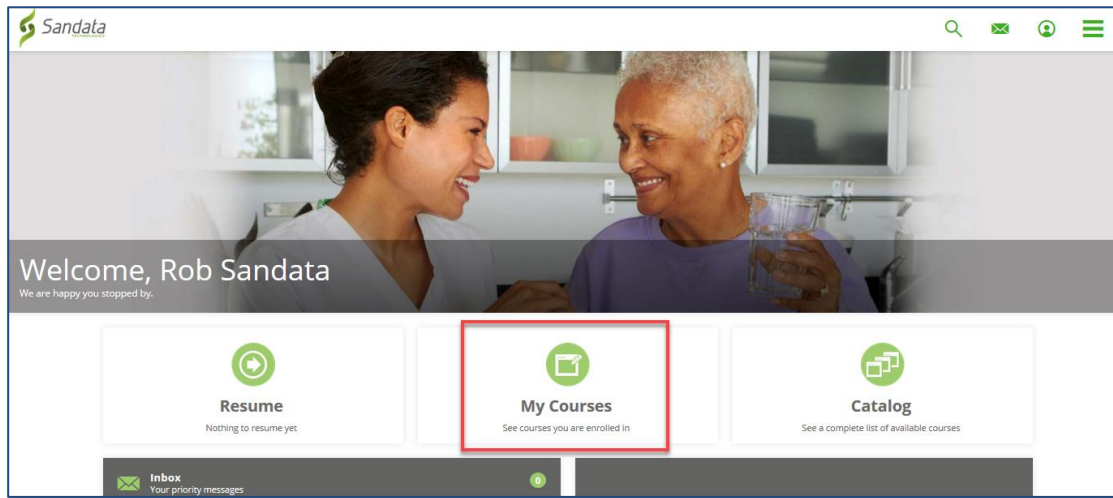
The screenshot shows a 'Sign Up' form with the following fields and labels:

- First Name *Required*
- Last Name *Required*
- Email *Required*
- Password *Required*
- Re-enter Password *Required*
- Agency Name: *Required*
- Provider Medicaid ID # *Required*

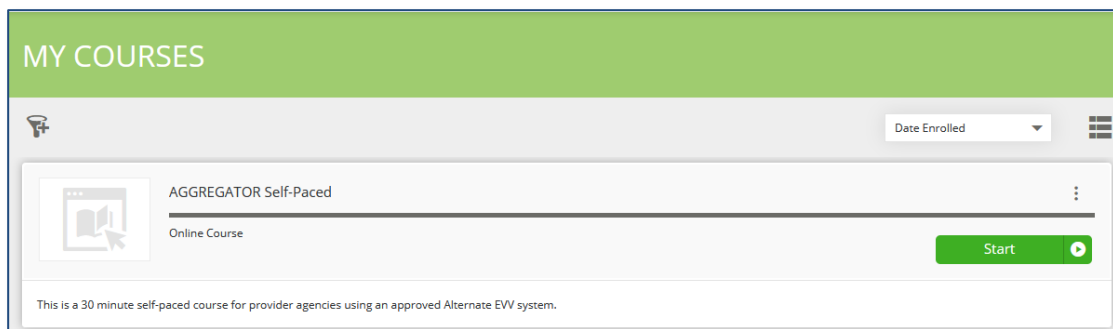
A green 'Sign Up' button is located at the bottom of the form.

4. Click the **SIGN UP** button.

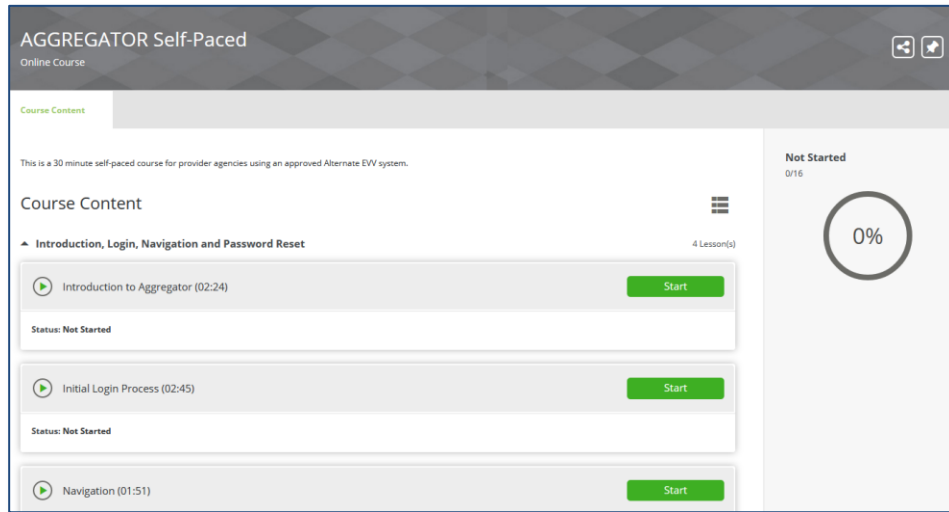
5. The *Sandatalearn* homepage will display.
6. Click on **My Courses** to view the available course.



7. Click the course name or the **Start** button to open the course.

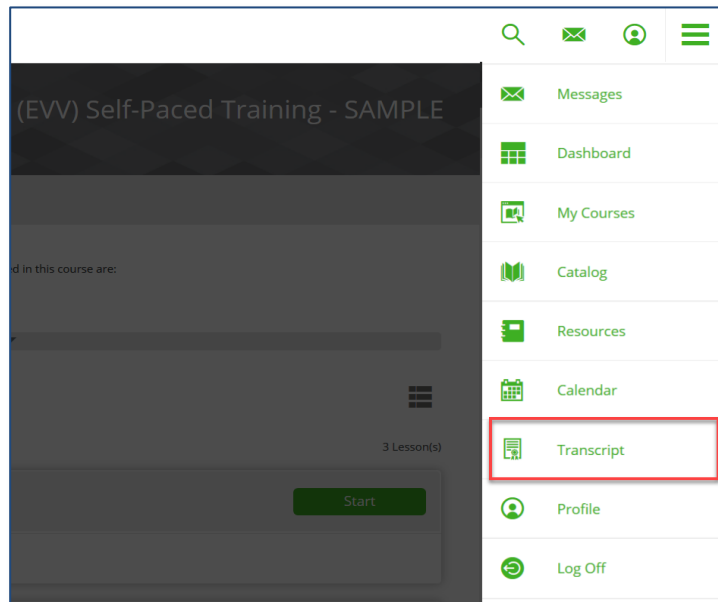


8. Click the **Start** button to start the session. (**Note: Sessions must be completed in order. When one session is completed, the next session is unlocked for review.*)



Upon completion, the lesson progress will show a status of “COMPLETED”

9. To access the completion certificate, click on the menu bar in the upper-right corner of the screen and choose the **Transcript** option.



You may log in to Sandata Learn at any time to review course materials by going to: <https://sandatalearn.com> and entering your login and password.